**HELP WANTED**

WVU-Roane Extension Office is accepting applications and resumes for an administrative assistant. Duties include assisting Extension Agents with program preparation and planning, state and federal reporting, general secretarial duties and other administrative duties. Must work well with public and be proficient with computers. Experience preferred. Benefits provided. Salary based on Roane County Commission Pay Scale. Job description and application available at [www.roane.ext.wvu.edu](http://www.roane.ext.wvu.edu) , Extension Office, [www.roanewv.com](http://www.roanewv.com) . Send applications and resumes to Extension Office, 110 Parking Plaza, Spencer, WV 25276 by January 31. Roane County Commission is an equal opportunity employer.